

Agency Setoff

File Transfers

Agency Setoff - Daily

- Balance Verification Files
 - Add Debt
 - Update Debt Balance
 - Change Address
- DOR Sends Balance Verification files daily, this is new since August 2006

Agency Setoff - Daily

- Daily Balance Verification files are packaged
 - Balance verifications received Thursday, Friday, Monday, Tuesday and Wednesday are due the same Friday two weeks out.
 - Confused? Here is an example...

Agency Setoff – Daily

| February | | | | | | | | | |
|----------|---|---------|---|-----------|---|----------|---|--------|-----------------|
| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
| | | | | | | | | 1 | |
| 4 | | 5 | | 6 | | 7 | X | 8 | X |
| 11 | X | 12 | X | 13 | X | 14 | X | 15 | X |
| 18 | X | 19 | X | 20 | X | 21 | X | 22 | Updates are due |
| 25 | | 26 | | 27 | | 28 | | 29 | Updates are due |

Agency Setoff - Weekly

- Friday
 - Balance Verification Files are picked up and updates are processed into the setoff system
- Monday
 - The refund file is processed against debts in the setoff system
- Tuesday
 - The setoff system sends WINPAS a file of refunds used and notices are generated
- Thursday
 - Agency checks are mailed

Agency Setoff - Weekly

| February | | | | | | | | | |
|-----------|--|-----------|-------------------------------------|-----------|--|-----------|---------------------------------------|-----------|---|
| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
| | DOR Refund file runs against setoff system debts | | Agency Setoff sends trans to WINPAS | | | | Agency Checks are mailed | 1 | DOR picks up Balance Verification Files |
| 4 | | 5 | | 6 | | 7 | | 8 | |
| 11 | | 12 | | 13 | | 14 | | 15 | |
| 18 | Agency Setoff trans posted | 19 | Refunds and notices are mailed | 20 | | 21 | Manual refunds and notices are mailed | 22 | Updates setoff system |
| 25 | | 26 | | 27 | | 28 | | 29 | |

Agency Setoff Files

Questions?